



COLUMBUS FIRE DEPARTMENT

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HOME OF THE FIRST DIESEL
FIRE ENGINE
IN 1939

JAMES D. LIENHOOP, MAYOR

MIKE COMPTON, FIRE CHIEF

PRE-INSPECTION FIRE CHECKSLIST

Fire inspectors look at many items in your place of business. So that you may have a better understanding of what to keep an eye on, in regards to maintenance and safety, we have provided the following checklist.

EXITS

- ☐ Door/aisle is not obstructed.
- ☐ Proper lock/hardware on the exit. (No flush bolts, hasps, etc.)
- ☐ Exit doors open easily.
- ☐ There is a sign over the main entrance, "This door is to remain unlocked during business hours," if the door has a double-keyed deadbolt.
- ☐ Illumination exit signs maintained in working order.
- ☐ Means of egress shall be kept clear.
- ☐ Emergency lights maintained and in working order.
- ☐ Doors with panic hardware shall have no other locking devices.
- ☐ Maximum occupancy signage shall be posted in a conspicuous location near the main entrance for assembly occupancies.

EXTINGUISHER/FIRE PROTECTION EQUIPMENT

- ☐ Minimum 2A10BC extinguisher(s) installed.
- ☐ Extinguishers have been serviced within the past year and a new service tag is attached.
- ☐ Extinguishers are securely mounted or in an approved cabinet.
- ☐ Fire extinguisher not obstructed.
- ☐ Fire extinguishers top does not exceed 5 feet from floor when mounted.
- ☐ Hood extinguishing system maintained, and six month service and cleaning documented.
- ☐ Class K extinguisher installed 10-20 feet from hood and duct system.
- ☐ Fire alarm system is in proper working order- system tested annually- record of testing.
- ☐ 18 inches of clearance between storage and sprinkler heads.
- ☐ Sprinkler system shall be maintained and tested annually.
- ☐ Standpipe shall be tested every 5 years.

APPLIANCE/MECHANICAL

- ☐ No propane used/stored in building.
- ☐ All appliances are properly connected and vented.

ELECTRICAL

- ☐ No extension cords in use in place of permanent wiring.
- ☐ There are no spliced or frayed cords/ wires.
- ☐ Spacer(s) in electrical panel gap(s) provided.
- ☐ No broken or faulty switch/outlets.
- ☐ No exposed wire in conduit.
- ☐ No missing/broken electrical cover plate(s).
- ☐ Electrical panel is not overloaded/ obstructed.
- ☐ No multi-plug adapters in use, other than approved power strips.
- ☐ Circuit breakers are labeled.
- ☐ Electrical cords do not extend through walls, ceilings and floors, or under doors or floor coverings.
- ☐ 30 inches of clearance maintained in front of electrical panels.

STORAGE/ COMBUSTIBLE MATERIAL/ HOUSEKEEPING

- ☐ Flammable liquid properly stored.
- ☐ Oil rags in non-combustible container with lid.
- ☐ "No Smoking" signs installed as required.
- ☐ No combustible material stored near ignition source.
- ☐ Maintain clear and visible access to and around fire department connection.
- ☐ No accumulation of combustible materials.
- ☐ Compressed gas cylinders secured.
- ☐ Area around building free of combustible materials.
- ☐ No storage shall be kept in exit stairways.
- ☐ Fire and smoke walls shall be maintained and have no opening other than those allowed by code.

MISCELLANEOUS

- ☐ Fire lanes shall be approved by fire department.
- ☐ Address numbers shall be posted in contrasting colors on the front and rear doors for commercial businesses and shall be 8 inches on the front door, and 4 inches on the back door. All other structures shall be 4 inches except home daycares, which shall be 6 inches.
- ☐ Rapid key entry box maintained by property owner.
- ☐ Charcoal grills, propane grills and/ or other open-flame cooking devices shall not be located on combustible balconies or within 10 feet of combustible construction. EXCEPTIONS: 1) One and two family dwellings, and 2) Where balconies/decks are protected by an automatic sprinkler system.

Note: This list is a general guideline only for common violations that can be readily determined by the occupant.